

Guidelines for applicants

SUPPORT FOR CONFERENCES, SYMPOSIA AND WORKSHOPS



Facts about the call

Total yearly amount available for granting:
DKK **8.2** million

Amount available per grant:
Up to DKK **500,000**

Call opens:
26 August 2024

Call closes:
31 October 2024, 14 p.m. (CET)]

Applicant notification:
Late December 2024

Earliest start date:
1 January 2025

Latest start date:
1 July 2026

Review committee:
Committee on NNF Symposia

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All Grant Recipients must comply with the [‘General Terms and Conditions’](#) for grants from the Novo Nordisk Foundation (the Foundation).

The Foundation will treat all applicant and application information confidentially. Read more about how the Foundation processes personal data under ‘privacy & security’ in the online application system, NORMA. See how to access NORMA in section 2 of these guidelines.

You can find more information about the Foundation’s application and granting process at the [NORMA Help Centre](#). Detailed information about the different parts of the application is available in NORMA.



Conferences, Symposia and Workshops 2024-2

1.1 Purpose

The purpose of the Conferences, Symposia and Workshops programme is to provide researchers and students with opportunities to present and discuss the newest research and innovation activities within their fields.

The Conferences, Symposia and Workshops programme aims at supporting events with a duration of 1-3 days located within Denmark, Faroe Islands or Greenland.

The primary objective of the programme is to support bottom-up events that gather scientists and students within a novel and exciting field, to establish an emerging community, or to draw focus to a novel branch of an established field and forge new collaborations. It is not an aim to support single instances of recurring events (e.g., an annual meeting of established societies). However, as a secondary objective, when special and well-argued reason exists, this programme could provide funding for a single event that is a part of a recurring series. Such reasons could be a particular strategic focus, or an extraordinary opportunity for the Danish scientific community.

This programme does not intend to provide a small contribution to a large event but could be a stand-alone part of a large event if deemed of strategic importance. It is not the intention to support broad congress-type events with multiple parallel sessions, nor is it the intention to support PhD schools.

1.2 Areas of support

Conference topics are welcome within the topic areas supported by the Novo Nordisk Foundation, i.e.:

1. Biomedical and health science research and applications
2. Sustainability
3. Natural and technical science research and interdisciplinarity

4. Research in art and art history
5. Innovation
6. Education and outreach

Biomedical and health science research and applications supports basic research in biomedicine that paves the way for advances in translational medicine and innovative clinical applications. Among the key topics are preventing cardiometabolic disease, understanding and managing cardiometabolic disease, fighting inequities in health, and strengthening epidemic preparedness.

Sustainability addresses the escalating global sustainability challenges and the potential to make a positive impact for the environment. The supported research areas are agriculture, food, industrial- and environmental biotechnology, high-impact climate change mitigation technologies, and support of the green transition in society. Basic research, platforms, and technologies enabling research on sustainability are included.

Natural and technical sciences research and interdisciplinarity supports basic natural and technical sciences research with potential applications in health and sustainability. This includes interdisciplinary approaches as well as a broad range of fundamental scientific research, including chemistry, physics, quantum technologies, engineering, computer science, data science, biology, and mathematics. Also, the development of novel technologies and research infrastructure is a key topic.

Research in art and art history supports research that enables a significant contribution to the field of art history in Denmark. The research can focus on all eras within art history from prehistoric to modern times and art history in a broad sense, meaning paintings, sculpture, performance, photo, bio-art, film, digital art etc. with relevance for the visual arts in an international or Danish context. In addition, interdisciplinary research between art history and natural sciences is supported in a broad sense, including bio- and medical sciences and/or technology in contemporary or historical contexts.

Innovation aims at translating scientific discoveries into products and solutions that improve the health of people and the sustainability of society and the planet. Focus is on creating innovation that contribute to increased growth and economic activity. Among the key topics and disciplines are early innovation, accelerating innovation, start-up incubation and commercialization ecosystems.

Education is focused on early engagement of students and educators in the science, technology, engineering, and mathematics (STEM) disciplines.

Outreach is focused on supporting scientific literacy, awareness and appreciation in the general population and help build a strong voice for the importance of scientific research.

1.3 Eligibility

The following requirements must be demonstrated for an application to be eligible:

- The event must be within a field of research supported by the Novo Nordisk Foundation (See section 1.2). Events where the primary focus is career guidance are not supported.
- Applicants must be in tenured or tenure-track like positions, anchored at a university, a research institution, or a museum in Denmark, The Faroe Islands, or Greenland. The host institution must administrate the grant.
- The main applicant must be a specific person and must be the lead organiser with relevant subject-matter competencies (e.g., a researcher at a university). I.e., the applicant cannot be a scientific society or a professional event organiser, though support from an organiser can be used.
- Events must take place in either Denmark, The Faroe Islands, or Greenland.
- The event must be executed within 18 months of grant notification. Events planned later than this are requested to apply at one of the upcoming calls of the programme. The programme call is open biannually.
- Having an active Conferences, Symposia and Workshops grant does not exclude the applicant from applying for other of the Novo Nordisk Foundation's grants, and vice versa. However, applicants who have major funding from NNF or other sources (≥ 10 million) must justify the need for additional funding from the CSW programme.

1.4 Funding

A total of up to DKK 8.2 million is available for grants up to DKK 500,000 for projects lasting up to 1 year.

Applicants may apply for funding for the following types of expenses directly related to the project:

Applicants may apply for funding for the following types of expenses:

- Travel and accommodation expenses for invited speakers and organisers*
- Meal expenses for invited speakers
- A dinner for invited speakers and organisers, up to DKK 1,000 per person
- A dinner/social event for all participants, up to DKK 500 per person
- Travel grants for younger researchers
- Poster prizes and other similar awards
- Expenses for renting the facilities and equipment needed to hold the event.
- Catering expenses
- For events with themes within research in art and art history, a small honorarium for invited speakers may be applied for
- Administrative support may account for a maximum of **5%** of the total budget**
- In addition to the unspecified administrative support, up to **8%** of the budget can be spent for salary for a conference secretary

* The following travel and accommodation expenses are accepted by the Foundation. Anything in excess of this must be justified in the application:

- a. Hotel stay covering the duration of the event plus one day before and one day after, up to DKK 1,750 per night
- b. Flights: Economy/flex
- c. Reasonable expenses for public transportation and taxi

When completing the budget, the following budget posts are available:

- **Operating expenses:** Detail the various costs related to executing the event, e.g., location rental and equipment needed to hold the event, catering, dinner, poster prizes etc. Please create sub- categories to give sufficient detail over the expenses.
- **Salary – other:** Use this for salary for a conference secretary (max 8 percent of the total budget)
- **Travel:** Use this for invited speakers' and organisers' travel expenses
- **Communication/information material:** Use this for programme leaflet and other materials
- **Direct administrative expenses**

Full-time equivalents (FTEs)

For each salary entry, please specify the FTE in years within the designated FTE field. This will indicate the proportion of a full-time position that the project funding will support for each year of the grant period. One full-time employee for one year equals 1.0 FTE.

Project supplement for research grants is not applicable to this call

Administrative support

Administrative support may account for a maximum of 5% of the total budget and must be included therein. The administrative support:

- can cover expenses such as for accounting, payment of salaries, purchasing, hiring, as well as auditing and financial reporting on the project

- cannot cover administrative expenses that are not directly related to the project
- is not automatically included in the grant and must be stated/applied for in the application budget but should not be specified in detail

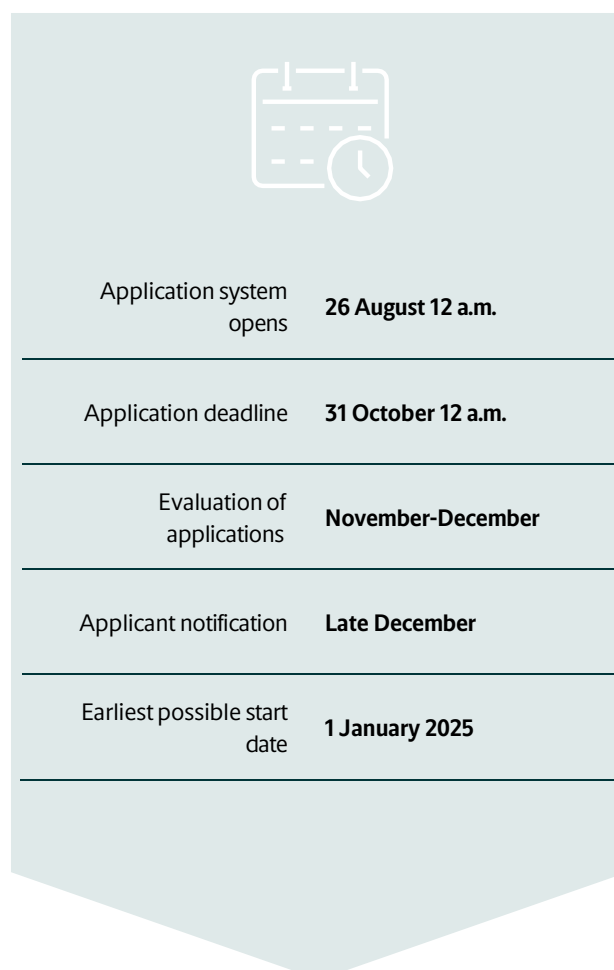
The Foundation will not award funding for:

- Commercial activities
- Overhead/indirect costs (such as rent, electricity, water and maintenance)
- Double funding of projects:
 - If the applicant has received funding for the proposed project from other sources, in part or in full, this must be accounted for in the budget, as no budgetary overlaps are allowed
 - If an identical or overlapping project proposal has been submitted to other funding institutions than the Foundation, it must be noted in the application
 - If the applicant receives funding for the project, or parts of the project, from other sources following submission of the application to the Foundation, the Foundation must be informed immediately

1.5 Language

The application and all additional materials must be submitted in English.

1.6 Application process



The application must be completed and submitted using NNF's online application and grant management system, NORMA, which can be accessed from: <https://norma.novonordiskfonden.dk>

Further information on how to access and navigate in NORMA can be found in chapter 2.

When all applications have been assessed, applicants will be notified about whether or not they have been awarded a grant. The notification e-mail will be sent from noreply@norma.novonordiskfonden.dk to the e-mail address entered on initial registration.

When all applications have been assessed, applicants will be notified about whether they have been awarded a grant. The notification e-mail will be sent from norma-noreply@novo.dk to the e-mail address used when creating a profile in NORMA.

PLEASE NOTE: The Foundation does not provide feedback in case an application is declined.

1.7 Assessment criteria

The applications will be assessed based on the following criteria:

- Whether the event meets the purpose and aim of the programme (see section 1.1)
- The novelty and strategic relevance of the theme (see section 1.2)
- The expected impact of the event for the research environment and the expected interest and participation of the research community
- International standing and impact of confirmed featured presenters as detailed by their names, affiliations, and role as described in the draft conference programme
- Whether the event fulfils objective of the call (see section 1.1)
- The combination of conference formats and participants in order to create an original and high- impact event
- Engagement of students and early career researchers as presenters, in poster sessions and similar activities, as detailed in the draft conference programme
- Diversity among presenters and participants
- Accessibility in terms of public announcements of the event and efforts to have an open and inclusive registration
- Level of registration fees, and whether these are removed or further reduced for students and early career researchers
- An adequate and balanced budget
- Distribution of applying institutions and themes covered



2 The application and grant management system NORMA

2.1 Creating and submitting an application

The Foundation uses the application and grant management system NORMA:

<https://norma.novonordiskfonden.dk>

If you do not have a user profile in NORMA, you can create one by clicking **Register** on the login page. The main applicant should only have one user profile. Please use your work e-mail address for registration.

The registered user who submits an application will be legally responsible for the truthfulness of the content of the application.

You can find guidance on how to create and submit an application at: [NORMA Help Centre](#).

If you experience technical problems and cannot find a solution in the NORMA Help Centre, please contact NORMA Support: norma-support@novo.dk.



3 Application content

This section provides guidelines on the content required in the sections of the online application form for this call. Detailed information about the different parts of the application is available in NORMA.

3.1 Applicant

The **Applicant** tab pertains to information about all those involved in an application, meaning the main applicant or contact person applying on behalf of an organisation/institution.

- Personal information
- Educational information
- Current institution
- Experience
- Previous and Current Grants from NNF

The main applicant must be affiliated with a university, hospital, or other public research institution or museum in Denmark. The main applicant cannot be an organization or a professional event organiser. The main applicant should also be the lead organiser for the event.

If you have previously submitted other applications in the same calendar year, summarize how these applications are related to the current application.

If you have received any grants from NNF as an applicant or a co-applicant within the past five years, you must provide the application number, project title, grant period (in years), grant amount and the percentage share of the grant (100% if there is no co-applicant). Briefly summarize how any of the grants are related to the current application.

3.2 Institution

Please provide information about the institution where the grant will be administered. This institution is where the main applicant will be employed during the grant period, and the institution that will ultimately be responsible for administering and allocating the grant, including budgeting, financial reporting and staff supported by the grant.



**It can take up to five working days to register a new
administrating institution in NORMA.**

The application cannot be submitted before the institution has
been registered.

3.3 Proposal

Describe the project using the fields in the **Proposal** tab.

PROJECT TITLE

Please provide a short title for the project (maximum 150 characters, including spaces).

BRIEF PROJECT DESCRIPTION

Please provide a brief stand-alone summary of the project describing its purpose, target group and activities. (Maximum 2,000 characters, including spaces, line breaks and special characters).

PROJECT DESCRIPTION

Please include the purpose of the event and a draft programme. The event programme should be presented in as much detail as possible in the application, and it should be indicated who of the invited speakers have already given consent to participate. (maximum 10,000 characters, including spaces, line breaks and special characters).

Abbreviations should be defined at the first use, and preferably a list of abbreviations should be included in the project description.

The event material should clearly state that the event is supported by the Novo Nordisk Foundation.

ILLUSTRATION UPLOADS

A maximum of four illustrations can be uploaded here.

The following file formats for illustrations are accepted in the system: JPG, JPEG, PNG and BMP. The maximum accepted size for each illustration is 50 MB and 1050*1650 pixels.

LITERATURE REFERENCES

Please provide the reference information for the literature cited in the project description (maximum 4,000 characters, including spaces, line breaks and special characters).

LAY PROJECT DESCRIPTION

Please provide a brief summary for non-experts in lay language. If the application is awarded a grant, the text may be used for publication (maximum 1,000 characters, including spaces, line breaks and special characters).

3.4 Budget

Enter the project grant period (not event dates, min 6 months), and the budget template will become available.

Only budget information submitted via the **Budget** tab will be considered in the review process. Any additional budget information attached under **Appendices** (or any other tabs) will not be considered.

3.5 Appendices

Please provide additional information on the featured invited speakers by submitting a one-page curriculum vitae including key publications and publication metrics.

All CVs should be collected and uploaded as one document featuring a cover page with a list of invited speakers and rationale for selecting them. The cover page may list speakers who have not yet accepted and thus provide a rationale for their possible participation. Please clearly indicate who of the invited speakers has accepted and who has not yet accepted the invitation.

All uploads must be in PDF format. NORMA automatically places these uploads at the end of the application. Please respect the page limitation and the upload requirements stated in the call. Uploads in excess of these limits may not be considered for evaluation.